

# 12th Contracting Squadron

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*Excellence Through Teamwork*

## Phase II GPC Cardholder Training



**U.S. AIR FORCE**



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*Integrity - Service - Excellence*



# Program Goals And How You Fit In...



1200NS

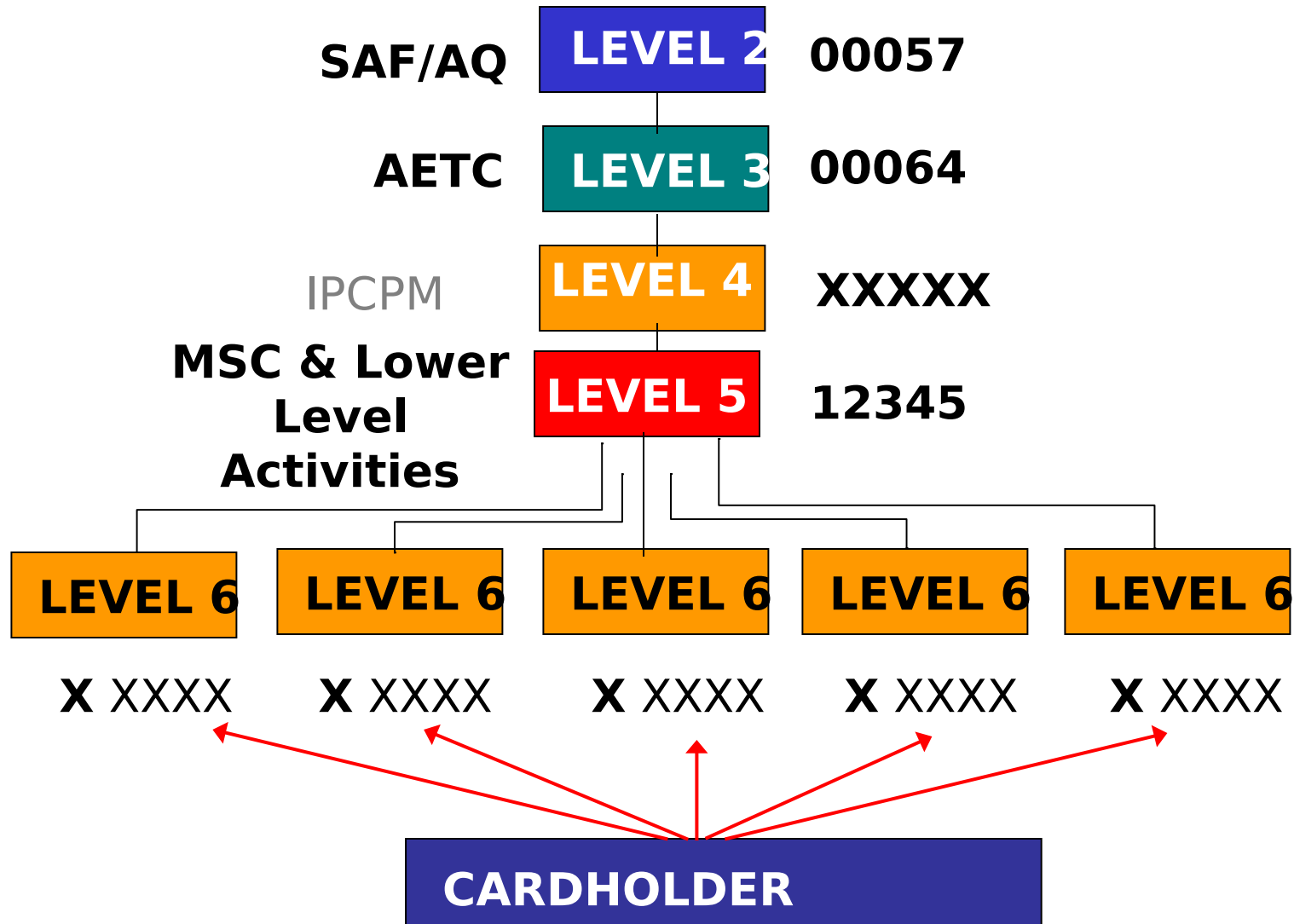




# Structure of GPC Accounts



200NS





# U.S. Bank



2015

**PROVIDES CREDIT FOR ALL GPC CHARGES**

**POSTS TRANSACTIONS DAILY TO  
CARDHOLDER'S  
C.A.R.E ACCOUNT**

**INVESTIGATES ALL AMOUNTS DISPUTED  
BY THE CARDHOLDER (60 DAYS TO  
DISPUTE)**

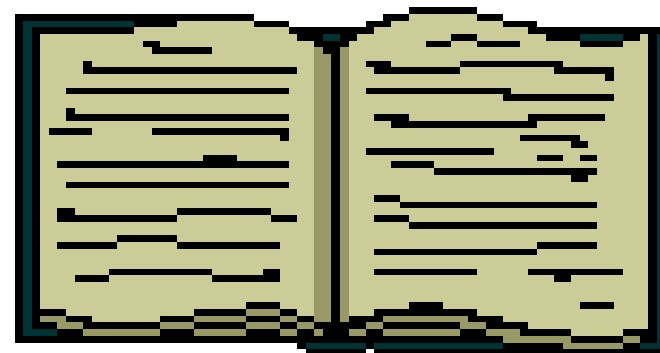


# What Governs the GPC Program?



2005

- FAR/DFARS
- GSA Contract
- AFI 64-117, 6 Dec 02
- AFI 65-601v1





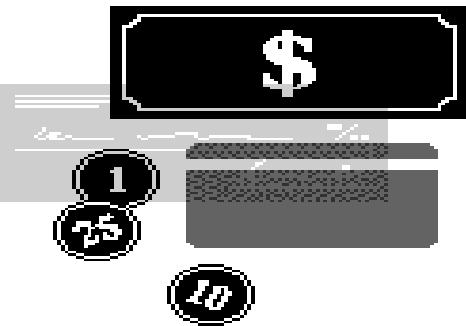
# AUTHORIZED USE - SECTION 2.1.



1201NS

## As a general rule:

If appropriated funds were not legally available for a procurement before the implementation of the purchase card, they are not legally available now.





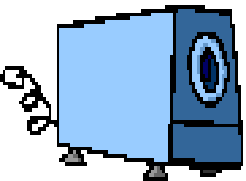
# AUTHORIZED USE - SECTION 2.1.2.



1200NS



“ . . .to purchase authorized supplies, equipment, and non-personal services up to the micropurchase threshold (currently \$2,500).”





# AUTHORIZED USE - SECTION

## 2.1.2.3.



1200NS

- Purchases above \$2,500 with a maximum limit up to \$25,000, shall only be obtained from pre-priced contracts and agreements such as:
  - Blanket Purchase Agreements (BPAs)
  - General Services Administration (GSA) Contracts
  - Federal Supply Schedules (FSS)
  - Indefinite Delivery/indefinite Quantity (IDIQ)





# PURCHASES REQUIRING AUTHORIZATION



12 CNS

- Pre-purchase authorization is required for all items (supplies/non-personal services) covered in paragraphs 2.2.1. to 2.2.14.
- Cardholders MUST contact specified controlling organizations (see below) PRIOR to acquiring purchases/services and annotated in logs
  - HAZMAT
  - 12 Communication Squadron
  - 12 Civil Engineering
  - Visual Information Support Center
  - 12 Transportation Squadron

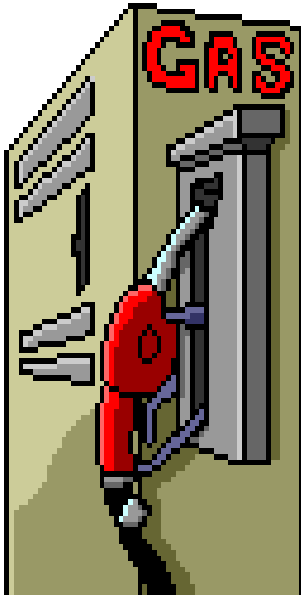


# PURCHASES REQUIRING AUTHORIZATION



2015

- HAZMART Authorization
  - Hazardous & Potentially Hazardous Materials (e.g. acetone, alcohol, benzol, ether, gasoline, etc.)
  - Written Authorization Required
  - Material Safety Data Sheet (MSDS) must be obtained



Phone: 7-3062 or 7-3079



# PURCHASES REQUIRING AUTHORIZATION



12CNS

- 12th Communications Squadron Authorizations
  - Purchase of Automated Data Processing Equipment (ADPE) must receive 12<sup>th</sup> CS approval via an AF 3215

[https://home.randolph.af.mil/12ftw/12sg/12cs/scqx/ecsrdd\\_remedy/DEFAULT.HTM](https://home.randolph.af.mil/12ftw/12sg/12cs/scqx/ecsrdd_remedy/DEFAULT.HTM)

- GPC computer purchases that are not local pick-ups shall be vendor FOB shipped to the Wing ECO:

12 CS/SCBBO (ECO)

651 NW Thruway Hanger 73

Randolph AFB TX 78150

M/F: Your EC's name and Act. #

Wing ECO: 7-2079



# PURCHASES REQUIRING AUTHORIZATION



1200NS

- 12 Civil Engineering
  - Monitor all construction type material and services
  - Construction purchases **limited to \$2,000**
  - Purchase through self-help store or use an approved  
AF Form 332

CE Self Help: 7-3681  
CEO: 7-4212





# PURCHASES REQUIRING AUTHORIZATION



1200NS

- Visual Information Center (VIC)

Photographic services require written statement

- AF Form 833
- Record name and initials of POC in VIC
- FAX requests to 7-2692

Phone: 7-2010



# PURCHASES REQUIRING AUTHORIZATION



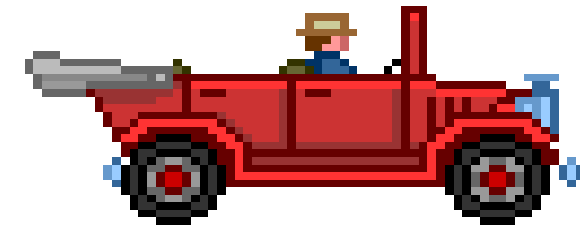
12 CNS

Rental/Lease of Material Handling  
Equipment/Fleet Motor Vehicles  
(Rental/Lease of any form of motorized vehicles)

*Written Authorization Required*

12 TRANS/CC

Phone: 7-5932





# PURCHASES REQUIRING COORDINATION/REVIEW - SECTION 2.3.



2015

- Equipment Accountability
  - Non-expendable equipment assets over \$2,500 must have accountability records through Base Supply
  - ECOs must contact Base Supply Equip Mgr upon receipt of assets
  - Accountability for items under \$2,500 is the responsibility of the unit commanders
  - Phone: 7-6787

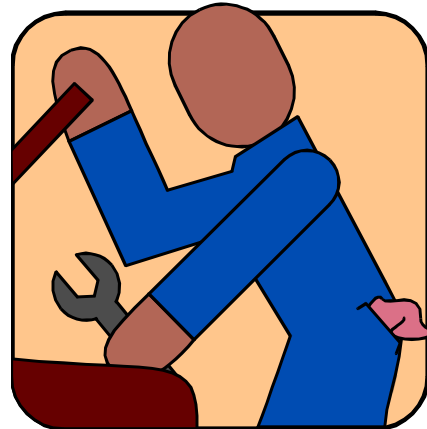


# PURCHASES REQUIRING COORDINATION/REVIEW



12 CNS

- Repair Services for General Equipment
  - Consult Equipment Custodian to verify if repair is not already covered by warranty



*Written Coordination Required*  
*12 Contracting Squadron/GPC/7-5181*



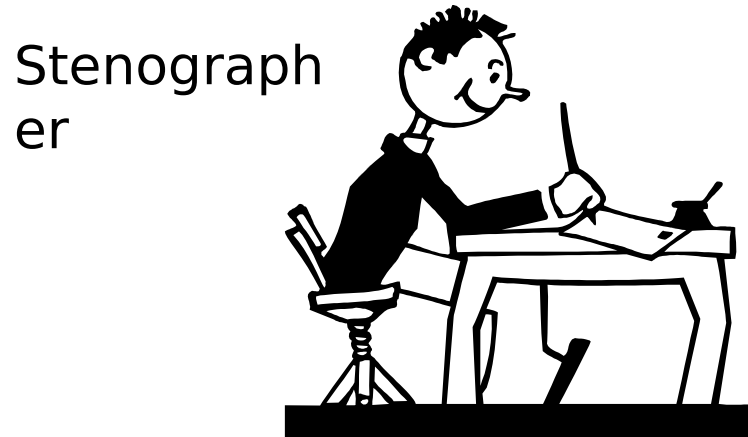


# PURCHASES REQUIRING COORDINATION/REVIEW



2005

## Professional Services



*Written Coordination Required*  
*12 Contracting Squadron/GPC/7-5181*



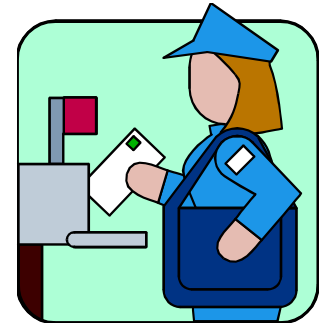
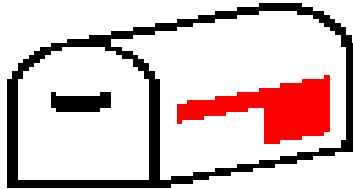
# PURCHASES REQUIRING COORDINATION/REVIEW



2015

AFI 24-201

Domestic Express Next Business Day  
Small Package Delivery Service (**FEDEX**)



***MUST*** Establish on line account  
Traffic Management Office (TMO) OPR  
(12 LGT/LGTT 7-6531)



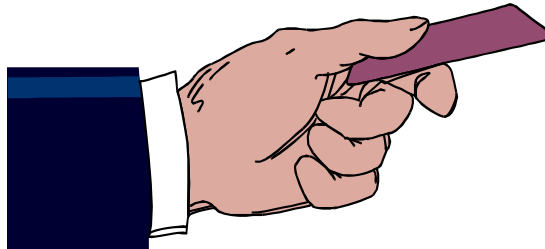
# UNAUTHORIZED USE OF THE PURCHASE CARD



1200NS

## Purchase of Business Cards

*AUTHORIZED*  
*for Recruiting and Liaison Personnel*  
*AFI 65-601, para 4.36.1*





# UNAUTHORIZED USE OF THE PURCHASE CARD



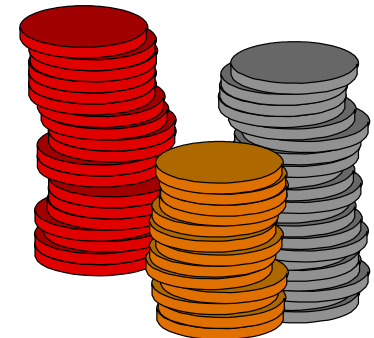
2005

## Cash Advances

(Money Orders, Gift Certificates, and  
“Middleman” Payment Services *are*  
Considered Cash Advances)



***ARE PROHIBITED***

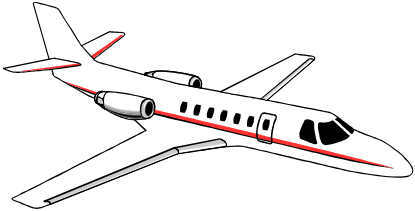




# UNAUTHORIZED USE OF THE PURCHASE CARD



2015

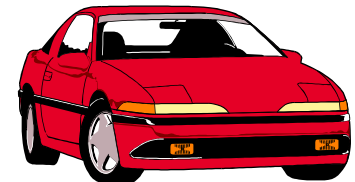


## Travel Related Purchases

(Rental/lease of motor vehicles; airline, bus or train tickets; meals, drinks, lodging; or other subsistence associated with official travel)



***ARE PROHIBITED***





# UNAUTHORIZED USE OF THE PURCHASE CARD



120115

- Rental or Lease of Land or Buildings exceeding 30 days
  - Exception: Rental of temporary storage to facilitate office configuration
    - Cannot exceed 90 days (30 Day Increments)
    - Cannot exceed \$2,500
    - Must have written approval from 12<sup>th</sup> CES/CECC 7-3172



***ARE PROHIBITED***

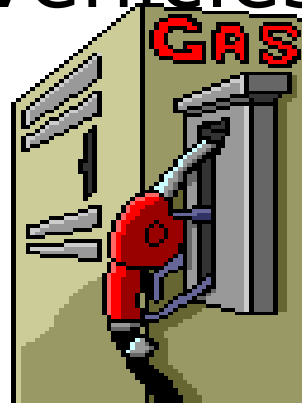


# UNAUTHORIZED USE OF THE PURCHASE CARD



2015

Purchase of aviation, diesel, heating fuel,  
gasoline or oil for aircraft and motorized  
vehicles



***ARE PROHIBITED***



# UNAUTHORIZED USE OF THE PURCHASE CARD



200NS

Custodial, Grounds Maintenance  
Services, or Other Repairs Currently  
Under Existing Contractual Coverage



***ARE PROHIBITED***





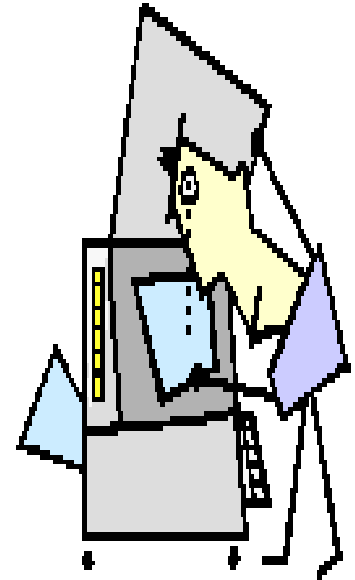
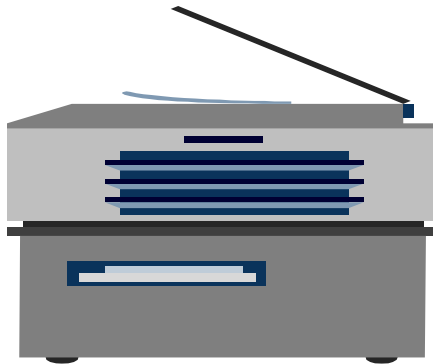


# UNAUTHORIZED USE OF THE PURCHASE CARD



2005

Printing, Copying Services, or Copier  
Services Provided by Commercial Services



ARE PROHIBITED **UNLESS**  
AUTHORIZED BY DAPS



# UNAUTHORIZED USE OF THE PURCHASE CARD



2015

Construction Services  
Exceeding \$2,000



*ARE PROHIBITED*  
*By DAVIS BACON ACT AND*  
*SERVICE CONTRACT ACT*





# UNAUTHORIZED USE OF THE PURCHASE CARD



1200NS

## Unauthorized Commitment

“...an agreement that is not binding solely because the Government rep who made it **lacked the authority** to enter into that agreement on behalf of the Government”



*ARE PROHIBITED*



# UNAUTHORIZED USE OF THE PURCHASE CARD



12015

## Ratification

“...the act of approving an unauthorized commitment by an official **who has the authority** to do so”





# CONTINGENCY/EXERCISE OPERATIONS



12CONNS

Government Purchase Card may be used in  
Contingency/Exercise Operations of short duration  
(two weeks or less)



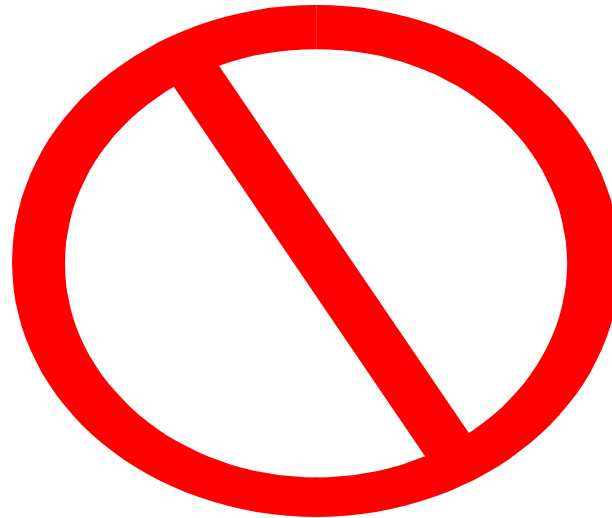


# GOVERNMENT CONTRACTORS - SECTION 2.9.



12015

Government Contractors shall  
not be issued Government  
Purchase Cards

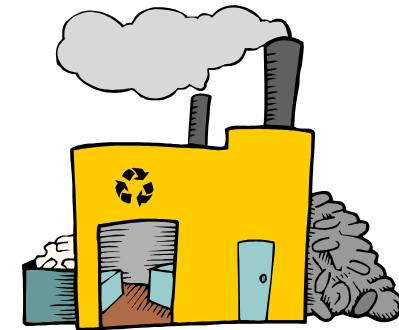




# AFFIRMATIVE PROCUREMENT TRAINING



2025





# ENVIRONMENTAL PROTECTION AGENCY (EPA) GUIDELINES



2015

- Every GPC Cardholder is required to adhere to the

## Affirmative Procurement Program

- Compliance with Affirmative Procurement Executive Order 13101 is required at all dollar levels
- Agencies are required to purchase recovered materials for EPA-designated items







# Definitions



120NS

- Environmentally Preferable
  - Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose



# Definitions



120115

- Affirmative Procurement
  - The process of purchasing environmentally preferable products manufactured from recycled and reclaimed materials
  - USAF acquisition of recycled materials is based on Environmental Protection Agency (EPA) procurement guidelines for purchasing recovered materials



# Misconceptions



1200NS

- Recycled content products are inferior
- Environmentally preferable products always cost a lot more
- These products have limited availability
- Manufacturing recycled content products uses more energy than manufacturing products made of virgin materials



# TRAINING, EDUCATION, AND TUITION ASSISTANCE



2015



- The Education Office and Organizational Training Monitors shall use the Government Purchase Card to pay for all off-the-shelf training up to \$25,000. Purchases must be supported by an approved DD 1556
- The Government Purchase Card shall be used for payment of tuition assistance invoices that do not exceed a consolidated total of \$500,000



# LIMITS - SECTION 3.2.



2005

- Single Purchase Limit
- Monthly Cardholder Limit (Cycle Dollars)
- Billing Official 30-Day Limit
- Funding Document Limit (AF FORM 4009)





# RECEIPT OF CARD - SECTION 3.5.



2005

- U.S. Bank will mail Government Purchase Cards directly to the cardholder 5-7 days after submission
- Upon receipt, the cardholder shall immediately activate the card





# CONVENIENCE CHECKS-

## SECTION 3.6.



2005

- Convenience checks provide an alternative **ONLY** when the use of the purchase card is not feasible
- Total amount of the check **shall not exceed \$2,500** including the program fee
  - Current program fee is 1.7% of the face value of the check
  - A fee of 2% is charged for checks written outside of CONUS
- No dispute process available with the convenience checks.



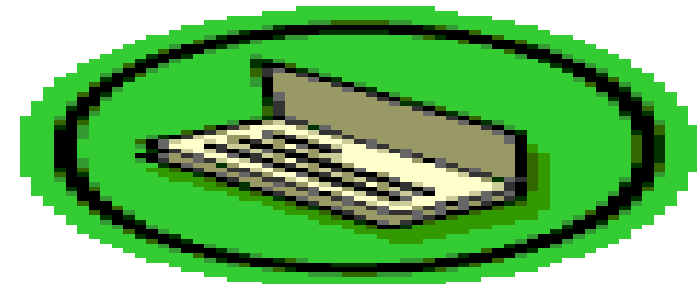


# CONVENIENCE CHECKS - SECTION 3.6.



1200NS

- Prohibited Purchases
  - Payment of Salaries or Wages (Exceptions: Part-time referees, umpires, base chapel musicians)
  - Travel Advance
  - Payment of Travel Claims
  - Payment of Utility Bills
  - Repetitive Purchases from the same Contractor (Exceptions: Same as above)
  - Payment of Spot Awards







# CONVENIENCE CHECKS - SECTION 3.6.



1200NS

- Check writers are responsible for TD Form 1099 MISC, Statement for Recipients of Miscellaneous Income
  - Annual submittal
  - Payments for Services, Rent, and Medical Payments are to be reported
  - If the payment was for goods and services combined, report it
  - <https://dfas4dod.dfas.mil/systems/1099>



## SECTION 4.3.3.3.2.5. ORDER OF PRECEDENCE



2005

Specific Guidance and Order of Precedence found in FAR Part 8.606(e), and DFARS, Part 208.602



UNICOR (FPI)  
NEW RULES  
22 MAY 03

NIB/NISH





## SECTION 4.3.3.3.2.5. ORDER OF PRECEDENCE



2015

- UNICOR (FPI) Purchase
  - **FIRST** conduct and document your market research if requirement is over \$2500
    - Market research must clearly show whether the FPI product is or is not “comparable” to products available from the private sector that best meets your needs in terms of price, delivery and quality (PDQ)
  - If the FPI product(s) is determined comparable in terms of PDQ (based on market research), cardholders must buy from FPI (UNICOR)



## SECTION 4.3.3.3.2.5. ORDER OF PRECEDENCE



2005

What is market research?

**“Market research” means obtaining specific information about the price, quality, and time of delivery of products available in the private sector**

**UNICOR  
(FPI)**



## SECTION 4.3.3.3.2.5. ORDER OF PRECEDENCE



2015

- UNICOR (FPI) Exceptions
  - Requirement of products/services that are listed in the FPI Schedule total \$2,500 or less
  - If market research shows that the FPI product is not comparable to products available from the private sector that meet your needs in terms of PDQ

UNICOR  
(FPI)



# SECTION 4.3.3.3.2.5

## BEST VALUE DETERMINATION



2015

- Specific Guidance and Best Value Determination can be found in FAR Part 8.4 for both orders below and exceeding the micro-purchase threshold
  - BEST VALUE: When order represents the best value and overall cost alternative such as price, special features, and administrative costs
  - When orders exceeds the micro-purchase threshold (\$2,500), compare at least three contractors schedules/catalogs or using GSA Advantage



# **SURVEILLANCE REQUIREMENTS**

## **Installation Program Manager**



2015

- On-Site Audits
- Random Electronic Inspections
- 100% of all Billing Officials annually
- 25% of Cardholders assigned to the Billing Official annually (randomly selected)





# SECTION 4.3.3.4

## VIOLATIONS OF GPC PROCEDURES



2015

- Violations as a result of a surveillance or other means shall be documented and action taken to resolve the noncompliance to include:
  - Refresher training
  - Temporarily suspending the cardholder
  - Any determination to cancel or permanently suspend the cardholder shall be made by the contracting squadron commander in writing, and their findings forwarded to the cardholder's unit commander.





# SECTION 4.3.3.4

## VIOLATIONS OF GPC PROCEDURES



2015

- Evidence of deliberate abuse shall be referred to the cardholder's and/or approving official's unit commander by the contracting squadron commander for appropriate action IAW with the UCMJ or appropriate civilian disciplinary rules
- Evidence of fraud or other criminal activity shall be referred by the contracting squadron commander to the detachment of the AFOSI.
- All violations and actions taken shall be documented in appropriate files



# APPROVING OFFICIAL



2015





# SURVEILLANCE REQUIREMENTS APPROVING OFFICIAL



2015

- Approving Official shall perform surveillance reviews of
  - 100% of their cardholder accounts at least every 12 months (calendar year)
  - New cardholder accounts within first three months
  - Checking accounts reviewed quarterly





## SECTION 4.3.4. APPROVING OFFICIAL



2015

- Approving Official
  - Should be in the same chain of command as the Cardholder
  - Cannot be a Approving Official for his/her immediate supervisor
  - Cannot be a cardholder on the same account
  - Should have an alternate assigned
  - Has the authority to cancel a card at any time
- A Cardholder cannot be his/her own Approving Official



# APPROVING OFFICIAL RECONCILIATION



1200NS

- Approving Official reconciliation requirements
  - Monthly
  - Verify all transactions were appropriate
  - Retain a copy of the monthly invoice (IAW AFMAN 37-139, table 64-1, R26 and FAR 4.805(b)(10))
  - Notify us of cardholders who have retired, separated, or transferred so that we may cancel and purge





# SECTION 4.3.4.1.5

## LOST OR STOLEN CARDS



12 CONS

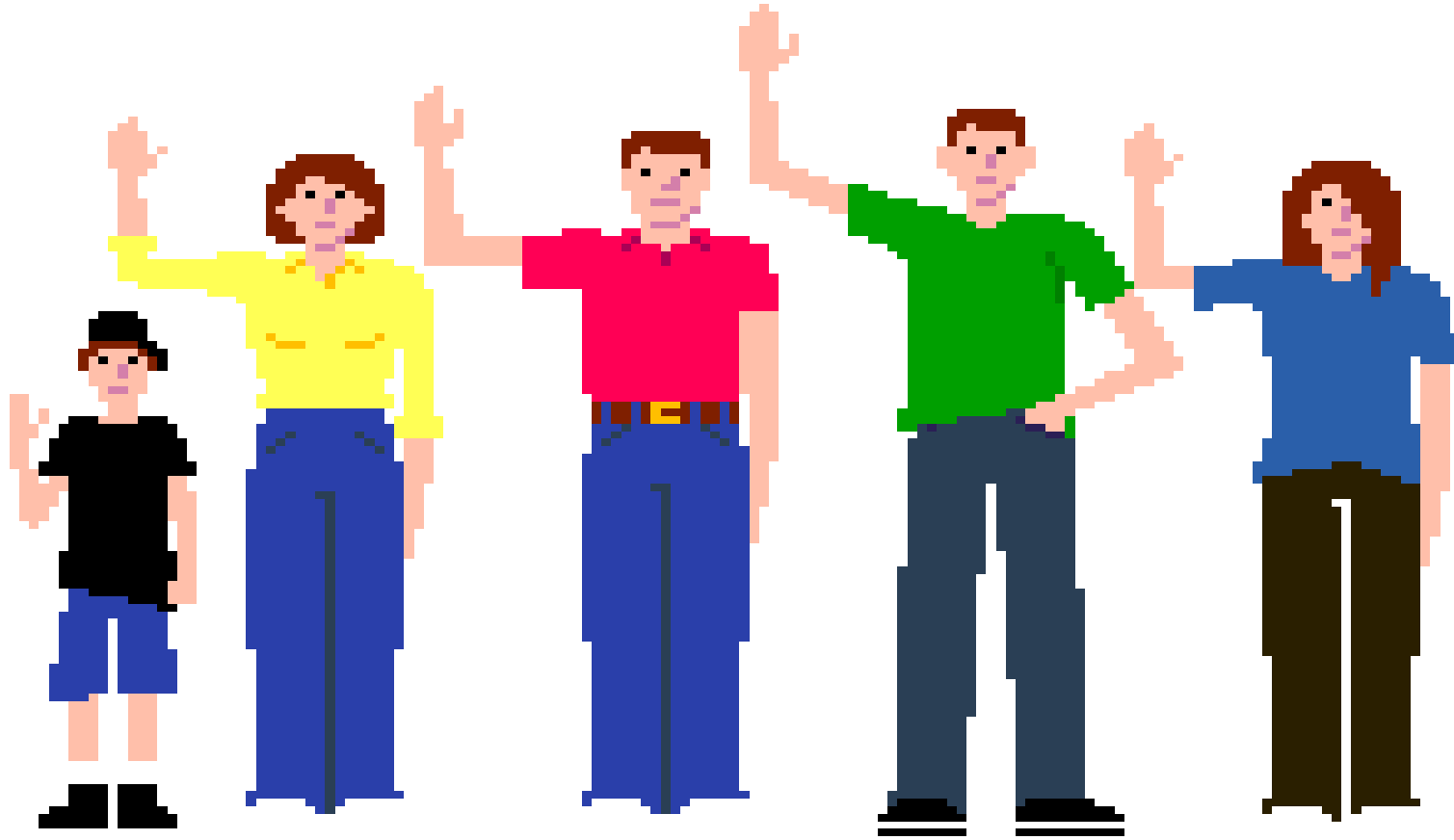
- Approving Official shall
  - Verify cardholder has reported lost or stolen card to Bank
  - Approving Official shall submit a written report (e-mail acceptable) within 5 work days, report should include:
    - purchase card number
    - date and location of lost or stolen card
    - any purchases made on date lost or stolen
- 12 CONS will follow up with the bank



# CARDHOLDER SPECIFIC ISSUES



2015





# SECTION 4.3.5.1. GENERAL



1200NS

**THE CARDHOLDER IS THE  
ONLY PERSON AUTHORIZED  
TO USE THE PURCHASE  
CARD!**





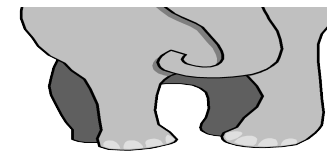
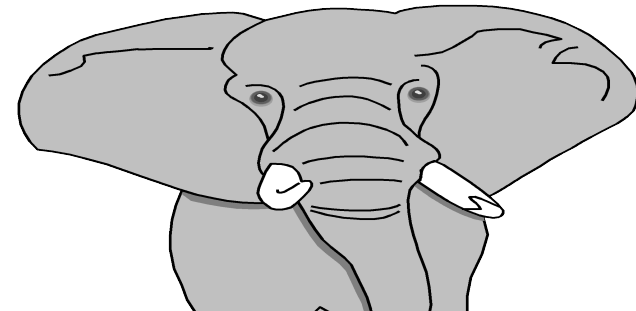
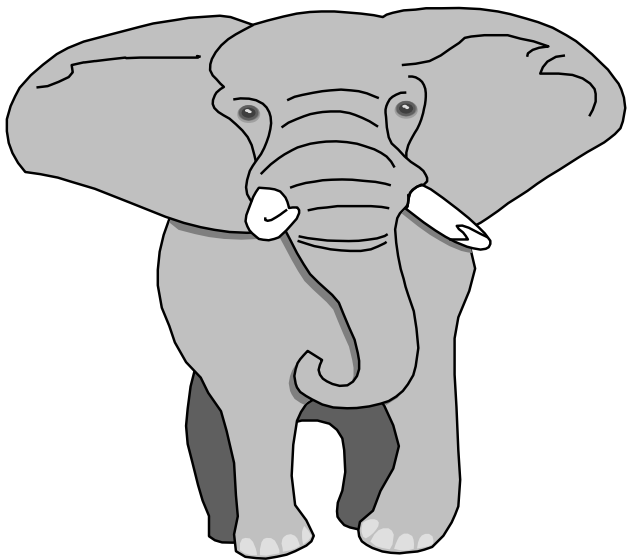


## SECTION 4.3.4.1.5. SPLITTING REQUIREMENTS



2015

Cardholders are prohibited from making repeat buys of the same item to avoid the \$2,500 limitation for purchasing and the \$25,000 limitation for ordering against pre-priced contracts





## SECTION 4.3.5.2.4.



2005



US GOVERNMENT  
TAX EXEMPT



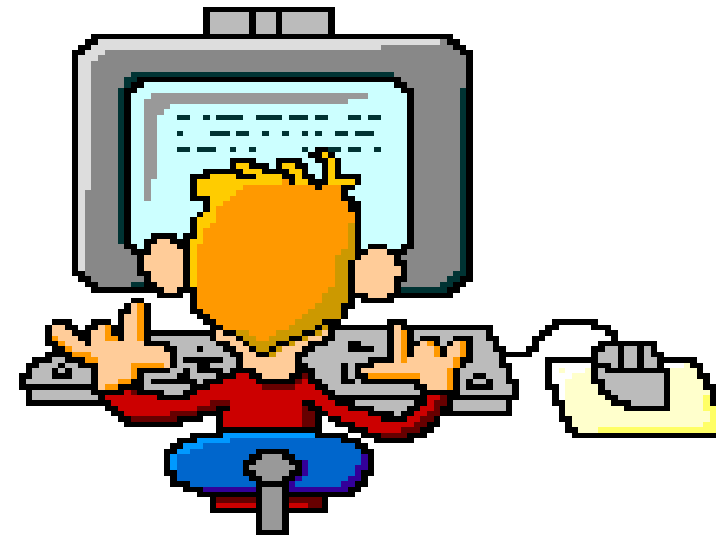
# PURCHASE LOG - SECTION

## 4.3.4.1.5.



2005

- All purchases must be documented in C.A.R.E. on Transaction log
- Entries must include:
  - \*Trans date
  - \*Date received
  - \*Merchants name
  - Requestor Name
  - Method of Trans (fax, in person)
  - Authorization/control number
  - Description of item/service





# PURCHASE PROCESS



2005

9) Use Documentation for Reconciliation  
-----

8) Document Proof of Purchase  
-----

7) Determine Price Reasonableness  
-----

6) Obtain Quote from Vendor -----

5) Check Mandatory Sources of Supply

4) Accomplish Approval/Coordination

3) Are Funds Available? -----

2) Can Purchase be Made with

1) Need is Determined -----

**STEPS TO PROPER  
GPC PURCHASING**



# SECTION 4.3.5.3.1.2.

## OPEN MARKET TRANSACTIONS



2015

- Over the Counter
  - Advise merchant Tax Exempt
  - Verify charged amount is correct
  - Sign receipt and save copy
- Mail or Telephone Order
  - Advise merchant Tax Exempt
  - Ensure vendor charges card upon shipment



# SECTION 4.3.5.3.1.4 -SHIPPING/DELIVERY



2015



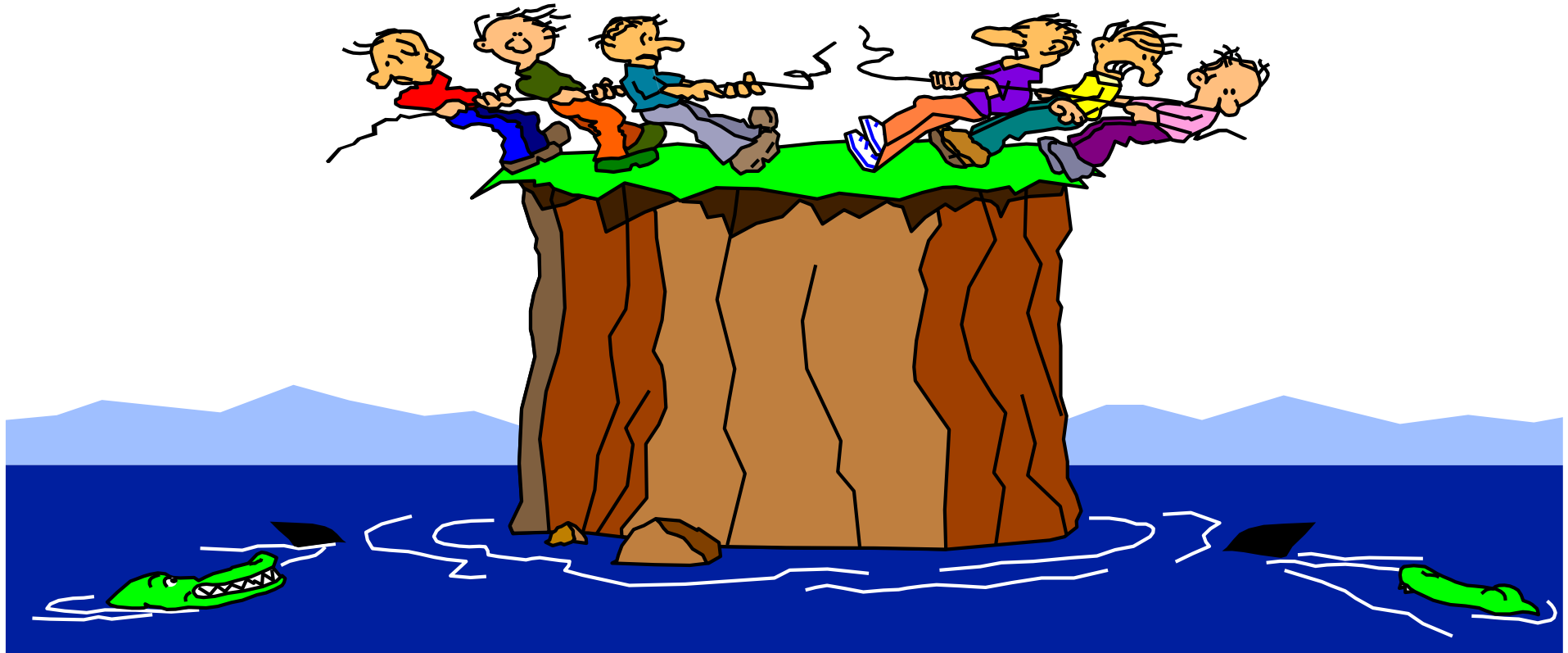
- Delivery to cardholder's location
- F.O.B. (free on board)



# SECTION 4.3.5.3.1.2. ROTATE SOURCES



1200NS



## MAXIMIZE COMPETITION



## SECTION 4.3.5.4. DOCUMENT RETENTION



1200NS

- Documents received/generated by the cardholder in support of purchases shall be retained for **three years after final payment**
  - (IAW AFMAN 37-139, table 64-4, R26.01 and FAR 4.805(b)(10))

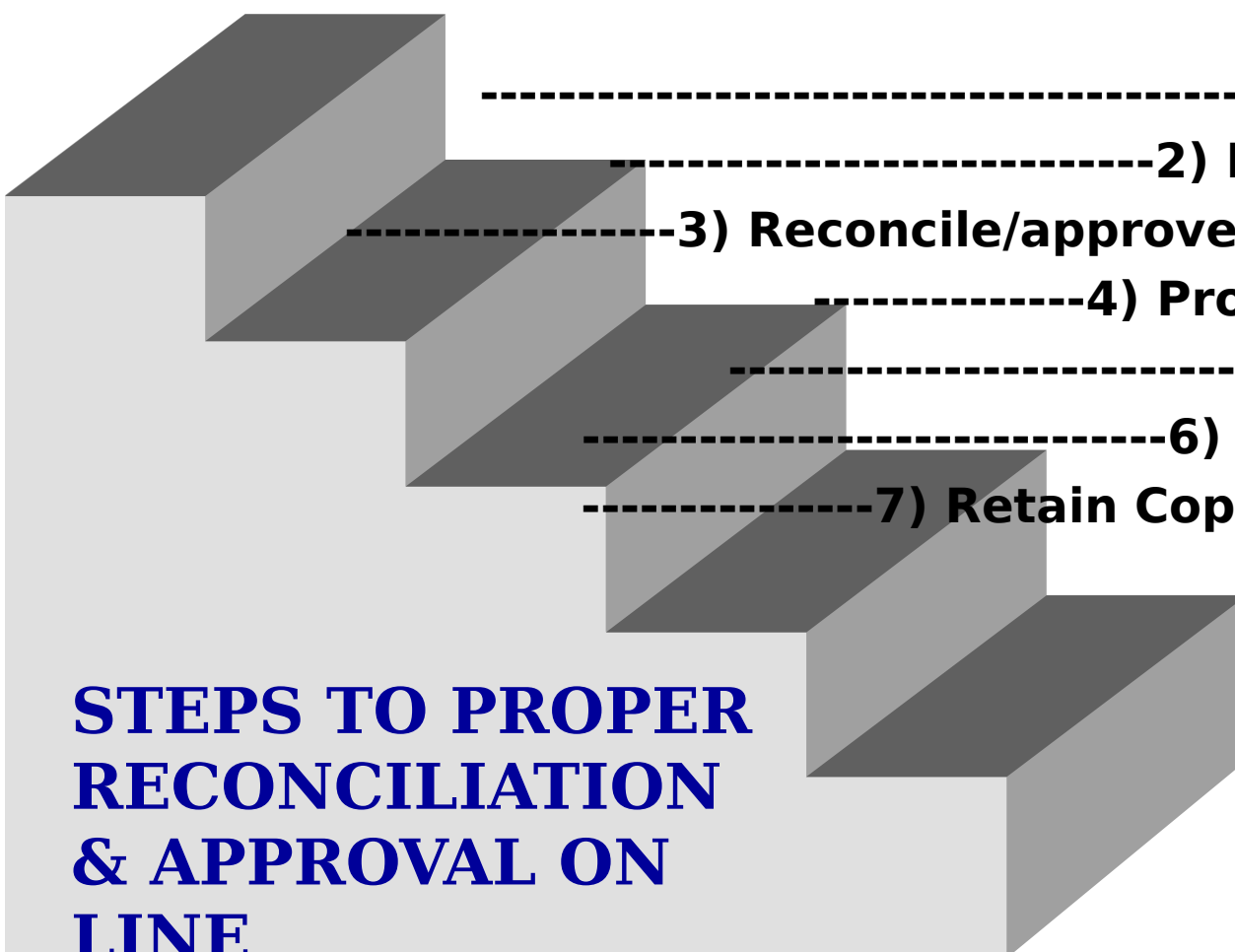




# RECONCILIATION PROCESS



1200NS

- 
- 1) Cardholder Checks CARE
  - 2) Review Statement for Accuracy
  - 3) Reconcile/approve if transactions and logs match
  - 4) Problem Resolution (if applicable)
  - 5) Approve Cycle Activity
  - 6) Inform AO of Account Approval
  - 7) Retain Copy of Documentation for 3 years  
(receipts, waivers etc.)

**STEPS TO PROPER  
RECONCILIATION  
& APPROVAL ON  
LINE**



# REBATES



2015



- Take advantage of any rebates offered
- Rebates shall be payable to the US Air Force
- Processed as an appropriation refund to the
- Approving Officials Account - credited to the applicable funding document



# CUSTOMER STATEMENT OF QUESTIONED ITEM



2015

- Merchandise or credit not received:
  - Try to resolve with the vendor **FIRST**
  - If not successful complete Customer Statement of Questioned Item
  - (CSQI) on line thru CARE
    - Must be completed within 60 days



## SECTION 4.3.5.7. LEAVE OR TRAVEL



12015

Upon leave or TDY, leave your purchase logs and all supporting documentation with the Approving Official





## SECTION 4.3.5.4. LOST OR STOLEN CARDS



2015

IMMEDIATELY NOTIFY THE BANK - 24  
HOURS A DAY





# ON WITH THE C.A.R.E. TRAINING!



120NS

U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by Randolph AFB

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet> Go Links

**usbank.** E-Services U.S. Bancorp

- Transaction Management
- Reports
- E-Partners
- Communications
- Administration

Help

Log Out

## Welcome to C.A.R.E.

As of June 18, U.S. Bank is pleased to announce another update to C.A.R.E. This latest release is the result of ongoing efforts to continuously improve system performance and overall design quality. For an overview of current C.A.R.E. functionality, or to review functionality in development, please contact your account representative.

Start | Document1 - Microso... | U.S. Bank C.A.R.... | 10:08 AM



# QUESTIONS?????



12 CONS



# UNITED WE STAND!

# ***Replenishing the Combat Capability of America's Air Force***



***Integrity - Service - Excellence***